

Banner Admin Pages Attach Deposit Backup Documentation in Xtender

Step 1 Complete Required Training

- Complete "ECU Banner Finance Training for New Users," this online training is required for all employees prior to requesting Banner Finance Security. <u>Register for online</u> <u>training</u>.
- 2. Complete Departmental Deposit Training, register in <u>Cornerstone</u>.
- 3. Complete the online Xtender Training

Step 2 Review current Banner security

- 1. <u>Log into ecuBIC</u> to view current Banner Finance security access. Next enter your PirateID using all upper case and click 'View Report.'
- 2. <u>Log into ecuBIC</u> to view current Xtender security access. Next enter your PirateID using all upper case. Select PBAN from the Datasource dropdown and click 'View Report.'

Step 3 Request Banner security and Xtender security

- 1. Submit a Banner Finance Security Request for Departmental Deposit access.
- 2. Submit a <u>Xtender Security Request for F-FS-DEPOSITS</u> access.

Step 4 Attach Deposit Backup Documentation in Xtender

- 1. Log onto Banner Admin Pages.
- 2. Banner Admin Page TGACREV is used to Close the Banner Session. Stay on BAP TGACREV
 - Place cursor in the Receipt Cell located in the **Cashier Session Detail Block**

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• Click the con located in the tool bar

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• Receipt Number and Document Type will be populated



NOTE: Document number (begins with K) will be created after the Cashier's Office approval and the nightly deposit process.

DOCUMENT NUMBER	
RECEIPT NUMBER *	3642541
DOCUMENT TYPE *	DEPOSIT

• Enter Session UserID (PirateID), Session Number, and select Department from the dropdown

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East Carolina University | Financial Services | Systems Coordination | revised 11/12/2024 by Penney Doughtie https://financialservices.ecu.edu/intranet/wp-content/pv-uploads/sites/89/How_to_Attach_Deposits_Backup_in_Xtender.pdf

UPLOAD

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• Select the departmental deposit scanned backup documentation

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Click UPLOAD

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	CANCEL	UPLOAD

- Click SAVE located on the right below document information
- Return to Banner by clicking the Application Navigation tab located in the address bar at the top of the browser

Helpful Tips

- Departmental Cashier's office email address is departmentalcashier@ecu.edu
- Deposit Instructions Website
- <u>Xtender Instructions Link</u>